

Space Family Education, Inc.  
Board of Director's Open Meeting

**REPORTS**

***Director***

**Staffing**

- **New Hires:** Only 2 more spots to fill for the new Center.
- **Resignations:** None
- **Other:** New substitute teacher on board. Substitutes are being evaluated as potential full-time hires.

**Operations**

Facility: Water was cut off as the result of cabling work being done by ISD Contractor. Hoses were brought in. Office Furniture for the new school will be coming next week. Ms. Hirning will have to purchase a stuffed couch and chairs.

Move will be August 12th. Need people to help while NASA is moving. Sign up sheets will be prepared for each room.

Brand new building is ready. State inspection will occur the first week of August. The playground will not be ready, so they will likely come back and do that separately.

Center is landscaping the front. The Center is being asked to water the front of the building. Currently coordinating with COD. Discussion took place regarding choice of plants for the front of the facility. Some concern about the cactus and the children.

**Special Events:**

Grand opening will be Wednesday after the move. Homemade cookies and brownies will be served.

**Other:**

Summer camp will continue for three more weeks. The average attendance per week has been about 43 students.

An accident occurred at Lobo during swimming lessons when a young boy jumped in and hit his head on the side of the pool. Teachers were commended for how they handled it. They did an excellent job. It was reported that Lobo could have been better prepared.

Ms. Hirning presented a sample new logo developed by a parent. The Board decided that we needed to stick with the old logo for now to preserve the history of the corporation. It was suggested, however, that we need to come up with names for each of the rooms in lieu of younger infants, older infants, etc., and that with the room name we could have logos for each.

***Committees***

**Education Curriculum**

(Kristy Hirning)

**Playground:**

No report! Playground person coming to resurface. Board is concerned about how little we or the Director know.

**Newsletter and WebPage:**

Ms. Buquo has the action to ensure that the room location is updated on the Web.

## ***Room Captains***

Just a reminder that all room captains' terms are from August to August. There was once again some confusion regarding this as the result of student migration. The Board decided that we need to establish a new procedure for how the updated information is gotten to the Room Captains.

### Room 1

(Ron Clayton; Alternate, Cindy Cross)

### Room 2

(Ray Gomez; Alternate, Mark Gibb)

### Room 3

(Tom Allen; Alternate, Pam De La Cruz)

### Room 4

(Lori Garcia; Alternate Michael Janas)

### Room 5

(Karen Pickering; Alternate, Bobbie Swan)

### Kindergarten

(David Goeken; Alternate, Gretchen Thomas)

## ***Board Members***

### Policies and Procedures

Gretchen Thomas:

Ms. Thomas presented the following information relative to the new school:

- Kindergarten is almost full.
- Pre-K has one opening, with a phone call out.
- Early Pre-K is full.
- Older two's: 1 opening and several folks on the list.
- Younger two's: still have 5 openings, 2 phone calls out. If these people take the spot, have 3 openings with no one on the list.
- Older Toddlers: At bottom of list with 2 openings. Have called those two people on the list.
- Younger Toddlers: Full
- Older Infants: Full
- Younger infants: 1 spot to fill with lots on list.

Two-year olds are the only problem.

### Secretary

Lynn Buquo

Membership renewals are still being processed. Director evaluations are in, but have not been worked yet. The evaluation is going to be sent to the Board again as a reminder.

### Treasurer

Susan Gomez

Ms. Gomez reviewed the financial report for the month. Summer camp results are very good. Both checks from the Exchange have been deposited. We have accounts to track everything.

Ms. Hirning asked about the Bus rental. Ms. Gomez stated there was a line that covered that. She stated that she is trying to get the budget entered and is still not complete. We reviewed what had been entered to date.

Vice President

David Goeken

Mr. Goeken reported that he had gotten only two responses from parents regarding his letter about soliciting donations from Contractor Corporations. Mr. Goeken was going to get a list of members from Shelly to determine what companies we actually had represented in the center. He indicated that it was very doubtful that we would have any donated funds as of the dedication. In addition, he's had little contact with the playground committee about where we would locate company banners for those who donated. He thought they had shade structures that it would be possible to put logos on. The Board determined, however, that rather than company banners on the shade structures a plaque of some kind very visible in the lobby may be the better approach.

President

Tim Boyes

Mr. Boyes was unable to attend the meeting. No report.

***SFEI Members***

Walk-ons

***BUSINESS***

**Old Business**

**New Business:** As a result of all the activities that need to occur before the school opens, the next Board meeting will be a week earlier. Ms. Buquo has the action to find a room location.

Ms. Buquo will be on vacation that week and Elizabeth Kaufman has agreed to take the minutes for that meeting.

The next meeting will be August 10, 2000  
Room Location: Building 45, Rm. 451 (instead of 351)